



ADVICE OF PROJECT ACTION

AC - 1951

DD/A - 1951

OCD - 1951

OO - 1951

ORE - 1951

ORR - 1951

OSI - 1951

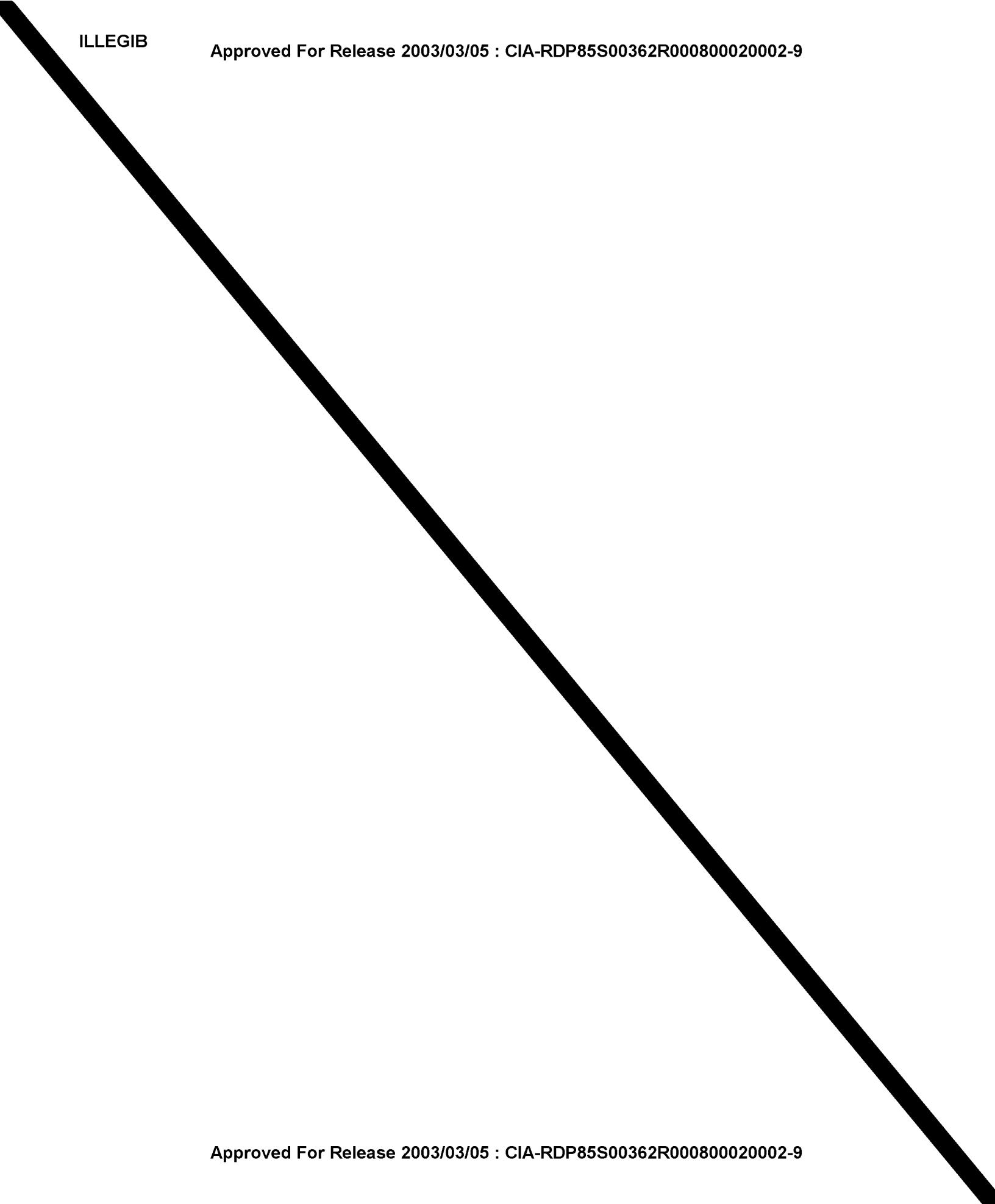
TRN - 1951

ADVICE OF PROJECT ACTION

AC - 1951

AC  
1951

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ADVICE OF PROJECT ACTION

DD/A - 1951

DD/A  
1951

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KW13 #1

METHODS : Because of extremely high ceiling and lack of internal walls to separate storage from receiving and shipping, it is impossible to provide adequate heat. I was informed that in cold weather, inside temperature often dropped to 35°. This is bad for materials and for working efficiency.

RESULTS : Government owned building is a good structure, but too small (20,000 sq. ft.) to provide adequate operating facilities which go with a storage operation. The five story building (rented, 28,000 sq. ft.) is so chopped up, with varying floor levels, an inadequate elevator and generally poor design that it never should be used as a storage facility.

ADDITIONAL AVS : A poorer storage building can hardly be imagined. Four stories. Low floor load. Some ceiling clearances not over five feet. Inadequate elevator. Chopped up floor space.

DISCART DIVISION

WMA Q II 35 WMA, 21

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ADVICE OF PROJECT ACTION - CONFIDENTIAL

TO:	<input type="checkbox"/> DEPUTY DIRECTOR	<input type="checkbox"/> AD, RR
	<input type="checkbox"/> DEPUTY DIRECTOR (PLANS)	<input type="checkbox"/> AD, SI
	<input type="checkbox"/> DEPUTY DIRECTOR (ADM.)	<input type="checkbox"/> AD, SO
	<input type="checkbox"/> ASSIST. DEPUTY DIRECTOR (ADM. GEN.)	<input type="checkbox"/> ADVISOR FOR MGT.
	<input type="checkbox"/> ASSIST. DEPUTY DIRECTOR (ADM. SPEC.)	<input checked="" type="checkbox"/> CHIEF, ADM. SERVICES
<input checked="" type="checkbox"/>	ASSIST. DEPUTY DIRECTOR (ADM. I&S) <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> COMPTROLLER
	<input type="checkbox"/> GENERAL COUNSEL	<input type="checkbox"/> PERSONNEL DIRECTOR
	<input type="checkbox"/> AD, CD	<input checked="" type="checkbox"/> CHIEF, PROCUREMENT
	<input type="checkbox"/> AD, CI	
	<input type="checkbox"/> AD, IC	
	<input type="checkbox"/> AD, NE	
	<input type="checkbox"/> AD, O	<input checked="" type="checkbox"/> VITAL DOCUMENTS
	<input type="checkbox"/> AD, PC	<input checked="" type="checkbox"/> PRC FILE

CIA PROJECT NO.

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PROJECT TITLE

**Passenger Cars for Use  
in the Investigative  
Program**

PROJECT DURATION

**Fiscal Year 1951**

## DESCRIPTION AND SCOPE OF PROJECT

In order to carry out the investigative requirements supporting operating activities of CIA, plus the requirements involving applicants and associates,

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I&S therefore feels that the purchase of 12 additional cars, at approximately \$1,400.00 each, would help carry out its program more effectively and economically.

## SUMMARY OF ESTIMATED COSTS

OBJECT CLASS	VOUCHERED	UNVOUCHERED	TOTAL
01 Personal Services	\$	\$	\$
02 Travel			
03 Transportation of things			
04 Communications			
05 Rents and Utilities			
06 Printing and Binding			
07 Other Contractual Services			
08 Supplies and Materials			
09 Equipment*****	<b>16,800.00</b>		<b>16,800.00</b>
Other			
<b>TOTAL</b>	<b>\$ 16,800.00</b>	<b>\$</b>	<b>\$ 16,800.00</b>

## SPECIAL PROVISIONS OR LIMITATIONS

The Bureau of the Budget has approved the purchase of the cars at a legal limit of \$1,400.00 each.

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TO:		DEPUTY DIRECTOR	<input type="checkbox"/>	AD, RR	CIA PROJECT NO.
		DEPUTY DIRECTOR (PLANS)	<input type="checkbox"/>	AD, SI	
		DEPUTY DIRECTOR (ADM.)	<input type="checkbox"/>	AD, SO	
		ASSIST. DEPUTY DIRECTOR (ADM. GEN.)	<input type="checkbox"/>	ADVISOR FOR MGT.	
		ASSIST. DEPUTY DIRECTOR (ADM. SPEC.)	<input checked="" type="checkbox"/>	CHIEF, ADM. SERVICES	
		ASSIST. DEPUTY DIRECTOR (ADM. I&S)	<input checked="" type="checkbox"/>	COMPTROLLER (2)	
		GENERAL COUNSEL	<input type="checkbox"/>	PERSONNEL DIRECTOR	
		AD, CD	<input type="checkbox"/>	CHIEF, PROCUREMENT	
		AD, CI	<input type="checkbox"/>		
		AD, IC	<input type="checkbox"/>		
		AD, NE	<input type="checkbox"/>		
		AD, O	<input checked="" type="checkbox"/>	VITAL DOCUMENTS	
		AD, PC	<input checked="" type="checkbox"/>	PRC FILE	
PROJECT TITLE					
<b>Transportation</b>					
PROJECT DURATION					
<b>Fiscal year 1951</b>					

## DESCRIPTION AND SCOPE OF PROJECT

CIA shuttle service is being disrupted by maintenance requirements for busses now available. One additional shuttle bus is required to provide adequate service to meet current needs. The Chief, Administrative Services, has requested authority to procure one additional bus for this purpose.

## SUMMARY OF ESTIMATED COSTS

OBJECT CLASS	VOUCHERED	UNVOUCHERED	TOTAL
01 Personal Services	\$	\$	\$
02 Travel			
03 Transportation of things			
04 Communications			
05 Rents and Utilities			
06 Printing and Binding			
07 Other Contractual Services			
08 Supplies and Materials			
09 Equipment	\$3800.00		\$3800.00
Other			
<b>TOTAL</b>	<b>\$3800.00</b>	<b>\$</b>	<b>\$3800.00</b>

## SPECIAL PROVISIONS OR LIMITATIONS

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Security Information

25 March 1952

MEMORANDUM FOR THE PROJECT REVIEW COMMITTEE

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1. Your Committee on 14 March 1952 approved extension of authorization of this project subject to the undersigned's ascertainment as to whether there was a continuing need for the acquisition of this collection.

2. I have had an investigation made of the facts and am satisfied that there is such a continuing need.

SIGNED

LOFTUS H. BACKER  
Deputy Director/Intelligence

LEB:jd

Dist.: Orig. - PRC file

- 1 - DD/P
- 1 - DD/I
- 1 - Inspector General
- 3 - Comptroller
- 1 - signer

6120AF DIVISION

WAB SJ 10 J 3 W, 25

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Security Information

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CIA PROJECT NO.

TO:	<input type="checkbox"/> AD, OSI <input type="checkbox"/> AD, OPC <input type="checkbox"/> AD, ORE <input type="checkbox"/> AD, OSO <input type="checkbox"/> AD, OO <input type="checkbox"/> AD, OCD <input checked="" type="checkbox"/> ✓2 <del>DEPUTY OFFICER</del> Comptroller <input type="checkbox"/> CHIEF, ADM. <del>SERVICES</del> Services <input type="checkbox"/> CHIEF, <del>SSS</del> Procurement <input checked="" type="checkbox"/> Chief, COMMO	PROJECT TITLE
		<input type="checkbox"/> MGT. OFFICER <input checked="" type="checkbox"/> FILE PRC <input checked="" type="checkbox"/> x Vital Document
		Two-Way Telephones in Agency Cars
		PROJECT DURATION
		Fiscal Year 1951 and continuing

## DESCRIPTION AND SCOPE OF PROJECT

Motor pool service is inadequate for Agency needs. Increase in number of cars and drivers is expensive and opposed by the Bureau of the Budget. The alternative is to increase the efficiency of the motor pool.

From State Department experience, the best method to increase efficiency is to install two-way radio equipment in all unassigned cars and provide a 50-watt transmitter for the dispatcher, who could then be in constant touch with cars while on trips. The service can be bought from the telephone company or the equipment can be rented from the telephone company, but it is recommended as the cheapest in the long run to purchase the equipment outright for 15 cars. It is hoped that the efficacy of the motor pool will thereby be doubled.

## SUMMARY OF ESTIMATED COSTS

OBJECT CLASS	VOUCHERED	UNVOUCHERED	TOTAL
01 Personal Services	\$	\$	\$
02 Travel			
03 Transportation of things			
04 Communications			
05 Rents and Utilities			
06 Printing and Binding			
07 Other Contractual Services			
08 Supplies and Material			
09 Equipment			
Other			
TOTAL	\$ 10,764.32		\$ 10,764.32

## SPECIAL PROVISIONS OR LIMITATIONS

This plan will be successful only if all employees who use the motor pool will cooperate. Therefore, it is recommended that a notice (based on the attached draft) be circulated to all employees and compliance insisted upon.

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RECOMMENDATION (PROJECTS REVIEW COMMITTEE)	ACTION BY DIRECTOR CIA
(Initials)	

SIGNATURE OF CHAIRMAN

DATE

SIGNATURE OF DIRECTOR

DATE 1951

Chairman, Projects Review Committee

8 January 1951

Chief, Administrative Services

Mobile Telephone Service in Motor Pool Vehicles

Proposal: To purchase and install transmitting and receiving radio equipment for the dispatcher in the Motor Pool, rear of Quo Building, and the purchase and installation of mobile units in each of the fifteen passenger cars operating out of the Motor Pool.

Justification:

At the present time, Motor Pool service is inadequate to serve the requirements of the agency due to (1) the expansion of the agency, (2) increased activity on the part of each employee of the agency, and (3) the increase in the number of assigned cars.

Monthly reports from the Motor Section indicate that an average of ten to twenty calls per day cannot be immediately taken care of and in many instances must be refused entirely. This is subject to some fluctuation due to sick and annual leave of chauffeur personnel so that the number of chauffeurs on duty varies from day to day from three to eleven which are available for general service. Before requesting expansion of the number of vehicles and chauffeurs in use in the Motor Pool, it is felt that by the installation of two-way radio equipment in our vehicles and by the cooperation of all employees of the agency in group riding to and from destinations, the service could be improved and that expansion may not be necessary. However, experience after the installation of the two-way radio equipment will determine that fact.

Investigation:

The idea originated through observing the use of this type equipment in local taxicabs which led to a contact with the Chesapeake and Potomac Telephone Company. This investigation indicated that the telephone company has two types of service available:

- (1) A dispatch service by which the mobile operator dials the telephone company switchboard who connects the mobile unit with the dispatcher at the dispatching point. The total cost for the installation of this service would be approximately \$275. The monthly charge for each mobile unit would be \$42.50, or a total monthly cost of \$637.50 or an annual cost of \$7,650.00 at forty calls per mobile unit per month. The calls would be in excess of this number in each case and therefore additional charges at 15¢ for each of three message units.
- (2) The telephone company also has what is known as a private system under which the installation charge would be approximately \$500 for the 50% watt transmitter and antenna and an installation charge of approximately \$25.00 for each mobile

unit or a total installation charge of approximately \$875.00. Under this system the rental of equipment and maintenance would be \$4,680. The total cost under this system for installation, rental, and maintenance for a twelve-month period would be approximately \$5,555. It is to be noted that under this system the Government does not own any equipment as all equipment would be rented.

Investigations disclosed that the State Department installed a two-way radio system several months ago wherein they determined that it was more economical to purchase and install the equipment which would be owned by the Government. The following is an estimate of the total cost which was obtained from Motorola, Inc.:

Furnishing and installation of transmitter unit	-----	\$1,077.92
Furnishing and installation of remote control	-----	205.15
Furnishing and installation of antenna	-----	50.00
Furnishing and installation of 15 mobile transmitting and receiving units at a unit price of \$468.75 or a total cost	-----	7,031.25
Furnishing and installation of 15 alternators at a unit cost of \$160.00 or a total cost	-----	2,400.00
Grand Total -----		\$10,764.32

In view of the fact that under the last proposal the Government would own the equipment and communication would be direct by the mobile unit and transmitter location rather than through the telephone company facilities, it is recommended that this system be approved for purchase and installation.

Frequency Assignment:

On 4 January 1951, at a meeting of the Interdepartmental Radio Advisory Committee (IRAC) which was attended by representatives of the Communications Division, OSO, it was agreed that frequency assignment to CIA for this purpose would be approved.

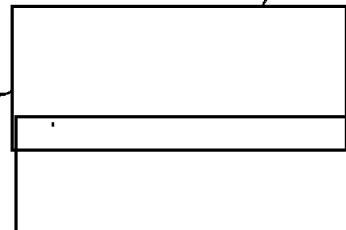
Conclusion:

An alternative to this proposal would be the addition of three CPC-3 chauffeurs at an annual salary of \$2252.00 and three vehicles at a cost of \$1400.00 or a total cost of \$10,956, exclusive of the cost of maintenance and the cost of operation. However, the Comptroller by memorandum of 8 January 1950 has advised that additional vehicles for departmental use cannot be purchased due to the lack of funds for this purpose.

Also, the addition of such equipment and chauffeurs would not entirely resolve the existing transportation problem, whereas, the installation of the radio equipment would, it is believed, at least double the present availability of transportation through cooperative group riding.

A notice, copy of which is attached, is being proposed for issuance by the Deputy Director for Administration which requests the cooperation of personnel in group riding and in other respects mentioned therein.

It is recommended that this project be approved by the Projects Review Committee and the Director of CIA.



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Att.

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ADVICE OF PROJECT ACTION

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**RESTRICTED**

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**ADVICE OF PROJECT ACTION**

TO:	<input type="checkbox"/> AD, OSI	<input type="checkbox"/> MGT. OFFICER	PROJECT TITLE
	<input type="checkbox"/> AD, OPC	<input type="checkbox"/> OPC. FILE	Replacement of Vehicles during F/Y 1951
2	<input type="checkbox"/> AD, ORE	<input checked="" type="checkbox"/> PRC File	PROJECT DURATION
	<input type="checkbox"/> AD, OSO		F/Y 1951
	<input checked="" type="checkbox"/> AD, OO		
	<input type="checkbox"/> AD, OCD		
	<input checked="" type="checkbox"/> BUDGET OFFICER		
	<input checked="" type="checkbox"/> CHIEF, ADM. STAFF		
	<input type="checkbox"/> CHIEF, SSS		

**DESCRIPTION AND SCOPE OF PROJECT**

The sum of \$18,600 is requested for the purchase of new vehicles to replace those vehicles which will have reached a mileage of 60,000 miles during F/Y 1951. The cost figure has been reached by determining the cost of the new vehicles less the trade-in value of the old vehicles.

**SUMMARY OF ESTIMATED COSTS**

OBJECT CLASS	VOUCHERED	UNVOUCHERED	TOTAL
01 Personal Services	\$	\$	\$
02 Travel			
03 Transportation of things			
04 Communications			
05 Rents and Utilities			
06 Printing and Binding			
07 Other Contractual Services			
08 Supplies and Materials			
09 Equipment	19,800.00		19,800.00
Other			
<b>TOTAL</b>	<b>\$19,800.00</b>	<b>\$</b>	<b>\$19,800.00</b>

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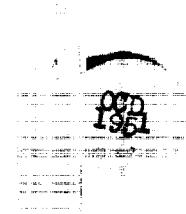
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ADVICE OF PROJECT ACTION

OCD - 1951



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ADVICE OF PROJECT ACTION

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CONCURRENCES:

Office of Special Operations \_\_\_\_\_ Date

Office of Scientific Intelligence \_\_\_\_\_ Date

Office of Research and Reports \_\_\_\_\_ Date

Office of Policy Coordination \_\_\_\_\_ Date

Office of Collection & Dissemination \_\_\_\_\_ Date

Management Officer \_\_\_\_\_ Date

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ADVICE OF PROJECT ACTION

ORE - 1951

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CIA PROJECT NO.

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TO:

ASSISTANT DIRECTOR, ORE  
 ASSISTANT DIRECTOR, OSO  
 ASSISTANT DIRECTOR, OO  
 ASSISTANT DIRECTOR, OCD  
**2**  CHIEF, BUDGET AND FINANCE BRANCH  
 CHIEF, SERVICES BRANCH

PROJECT TITLE

Attendance of ORE personnel at professional society meetings.

PROJECT DURATION

Fiscal Year 1951

**DESCRIPTION AND SCOPE OF PROJECT**

ORE requests funds for Fiscal Year 1951 in the sum of \$500.00. This is for payment of registration fees at professional society meetings, attendance of which would further the professional competence of ORE personnel attending. The estimate is based on the attendance of some 50 persons at meetings with an average registration fee of \$10.00 per registration.

**SUMMARY OF ESTIMATED COSTS**

OBJECT CLASS	VOUCHERED	UNVOUCHERED	TOTAL
01 Personal Services	\$	\$	\$
02 Travel			
03 Transportation of things			
04 Communications			
05 Rents and Utilities			
06 Printing and Binding			
07 Other Contractual Services	500.00		500.00
08 Supplies and Materials			
09 Equipment			
Other			
<b>TOTAL</b>	<b>\$ 500.00</b>		<b>\$ 500.00</b>

**SPECIAL PROVISIONS OR LIMITATIONS**

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CIA PROJECT NO.:

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TO:	PROJECT TITLE
	<input checked="" type="checkbox"/> ASSISTANT DIRECTOR, ORE <input type="checkbox"/> ASSISTANT DIRECTOR, OSO <input type="checkbox"/> ASSISTANT DIRECTOR, OO <input type="checkbox"/> ASSISTANT DIRECTOR, OCD <b>2</b> <input checked="" type="checkbox"/> CHIEF, BUDGET AND FINANCE BRANCH <input type="checkbox"/> CHIEF, SERVICES BRANCH <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Language courses.	
	PROJECT DURATION
	Fiscal Year 1951

## **DESCRIPTION AND SCOPE OF PROJECT**

ORE requests the sum of \$1,200.00 for Fiscal Year 1951 for reimbursement to ORE personnel who take language courses to supplement their professional training. This project was approved in a memorandum from the Director to AD/ORE dated 29 March 1948. The current project calls for a language training of 10 persons in Fiscal Year 1951.

**SUMMARY OF ESTIMATED COSTS**

OBJECT CLASS	VOUCHERED	UNVOUCHERED	TOTAL
01 Personal Services	\$	\$	\$
02 Travel			
03 Transportation of things			
04 Communications			
05 Rents and Utilities			
06 Printing and Binding			
07 Other Contractual Services	1,200.00		\$1,200.00
08 Supplies and Materials			
09 Equipment			
Other			
<b>TOTAL</b>	<b>\$ 1,200.00</b>	<b>\$</b>	<b>\$ 1,200.00</b>

**SPECIAL PROVISIONS OR LIMITATIONS**

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ADVICE OF PROJECT ACTION

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ADVICE OF PROJECT ACTION

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ADVICE OF PROJECT ACTION

TRN - 1951

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